

---

## RANA NAVEED

---

(+92-319-0239092) • Jhang City, Pakistan • naveeduo@gmail.com

### EDUCATION

---

#### Bachelor of Business Administration (BBA)

October 2019 – July 2023

University of Jhang

GPA: 3.97

- Gold Medalist (Batch 2019-23)
- Speciality in Finance

#### FSc (Pre Engineering)

August (2016 – 2018)

Faran Model Collage, Jhang City

### WORK EXPERIENCE

---

#### Internship

June 2022 – July 2022

A. Shahbaz & Co. Chartered Accountants (Lahore)

- Learned about ERP, Internal Controls, Sales Tax, Income Tax, and Company Incorporations
- Observed and Participated in Financial Analysis and Reporting Processes

### CERTIFICATIONS

---

Certificate of Appreciation, International Conference on Multidisciplinary Research (ICMR 2022)

Certificate of Participation, 1st Multidisciplinary National Conference (Meet 2020)

Academic Achievement Certificate, The Jhang Talent Hunt Expo (2022)

### ONLINE PROFESSIONAL COURSES

---

Excel Skills for Business: Intermediate I (Coursera)

Excel Skills for Business: Intermediate II (Coursera)

Excel Skills for Business: Essentials (Coursera)

### SOCIAL ACTIVITIES

---

#### Class Representative & Member of Proctorial Board

2020 – 2021

Organized university-level events and meetings, including cultural and sports activities

#### Administrative Member Kher-Kun

2021 – 2022

Provided administrative support and coordinated activities to achieve the organization's goals

### PROFESSIONAL SKILLS

---

#### Personal Skills

Leadership • Problem-Solving • Organization • Negotiation • Effective Communication & Collaboration

#### Information Technology Skills

Microsoft Office

---